NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

NCBS

GUIDELINES FOR GRADUATE STUDIES AT THE NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

APPLICABLE TO STUDENTS JOINING IN AUGUST 2000

LAB ASSIGNMENT, COURSES AND EVALUATION

PhD Students:

1) Selection of Students:

Candidates are invited to apply in response to advertisements appearing nationally in January/February every year. Short-listed candidates write a short test and are interviewed.

Candidates admitted on external grants may be permitted to register for a PhD if they are provided they have gone through the same selection procedure and feature on either the select list or the waiting list. Once admitted to the programme, they will be subject to the same rules and regulations as registered research scholars and enjoy the same privileges.

University or college teachers who wish to do research at NCBS towards a PhD should apply to the Head, Academic Activities. If admitted as Teacher Fellows, they will also follow all the rules and regulations applicable to Research Scholars and enjoy the same privileges.

2) Selection of Thesis Supervisor:

New students will join in early August. They will spend the first week in having informal discussions with all faculty members about their work. They will then choose two laboratories to do rotations in. Each laboratory rotation will be about 6 weeks long. Towards the end of their second rotation, students will give in their first three choices for thesis supervisor to the Head, Academic Activities who will make allotments in consultation with the faculty members concerned. Students will start work in the laboratories of their thesis supervisors as soon as they complete their rotations.

3) Thesis Advisory Committee:

Each student will, within six months of joining, set up a committee consisting of her/his thesis supervisor, and two other members besides the thesis supervisor in consultation with the supervisor. The members of this committee should be faculty of NCBS or other research institutions/Universities. The committee will meet with the student twice a year. One meeting should be scheduled shortly after the Annual Work Seminar (see below) and the other spaced close to 6 months from that date. It is the student's responsibility to schedule these meetings. Students are required to present the committee with a brief write up of their work since the last meeting a week before the committee is to meet. The Thesis Advisory Committee will report in writing on the progress of the student to the Head, Academic Activities after each meeting. A copy of the

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Each student will have a Thesis Advisory Committee consisting of her/his thesis supervisor and two others chosen by the thesis supervisor in consultation with the student. Members of this committee should be faculty of NCBS or other research institutions/Universities. The committee will meet with the student twice a year. One meeting should be scheduled shortly after the Annual Work Seminar (see below) and the other spaced close to 6 months from that date. It is the student's responsibility to schedule these meetings. Students are required to present the committee with a brief write up of their work since the last meeting a week before the committee is to meet. The Thesis Advisory Committee will report in writing on the progress of the student to the Head, Academic Activities after each meeting. A copy of the

report will be given to the student. This report will be referred to at the Annual Review of students to decide on extensions and enhancements of Fellowships.

4) **Duration of the PhD Programme**.

Students are expected to have completed their thesis requirements within a period of five years from the date of joining the centre. By the end of this period, all thesis formalities will be expected to have been completed. Extension of Fellowship into the 6th year requires the approval of the Steering Committee and will be done only in exceptional circumstances. Students on extension will be permitted to stay on in the hostel but will lose their priority for allotment of a single room.

5) **Courses**

Courses are an important component in the training of graduate students at NCBS. Students are encouraged to take as many courses as they feel necessary. Basic courses will provide a general foundation to the student for pursuing graduate work, while advanced courses will be on specific topics chosen by the instructor(s). Students should consult with their thesis supervisor and thesis advisory committee to determine which courses they should take.

NCBS offers courses at 2 levels: Basic and Advanced. Biochemistry & Biophysics and Genetics courses will be offered every year. Cell Biology and Neurobiology will be offered in odd years (1999, 2001 etc) while Developmental Biology, Molecular Biology and Immunology will be offered in even years (2000, 2002 etc). Advanced courses will be offered as one-off courses - at least 2 will be offered in any given year and will be announced a few months before the start date.

Credits for courses will be allotted as follows:

10+ contact hours:	1 credit
20+ contact hours:	2 credits
30+ contact hours:	3 credits

Students are required to take 12 credits in Basic courses and 4 credits in Advanced Courses. They are expected to complete all their course requirements in their first two years. Credit will be awarded for courses attended at NCBS and other recognized institutions. Students who join NCBS after having already passed graduate level courses at another recognized institution may be granted an exemption to the course work requirements, at the discretion of the Head, Academic Activities.

In addition, the University with which the student registers may administer examinations, which (s)he will have to pass satisfactorily to meet the University requirements.

All course work has to be completed to the satisfaction of the teachers as well as the Thesis Advisory Committee.

Teachers may follow either a Pass (P)/Fail (F) grading system or may use letter grades. When letter grades are used, their interpretation will be as follows: A⁺ = Excellent, A = Very Good, A⁻ = Good, B⁺ = Fair, B = Satisfactory, B⁻ = Barely Satisfactory, C = Fail. The pass grade (B⁻) shall correspond to 50 % marks.

All candidates working towards a PhD degree at NCBS are required to fulfill the course work requirements, irrespective of their mode of admission.

6) **Journal clubs and Annual Work Seminars**

Active and regular participation in one of the journal clubs held on a weekly basis is mandatory for all students.

Students are expected to present a formal annual work seminar which will be evaluated by her/his thesis advisory committee. The first such presentation will be made during the student's second year.

The Thesis Advisory Committee will evaluate the performance of students at these presentations, discuss it during Committee meetings, and report on it in their committee reports.

7) **Qualifying examination**.

By the end of their second year (latest by the end of their fifth semester), students will be subjected to a Qualifying Examination by their Thesis Advisory Committee. An additional member will be appointed to the Thesis Advisory Committee for this examination, in consultation with the Head, Academic Activities. The Qualifying Examination will serve as a criterion for admission to PhD candidacy and will assess the research potential of the student. Students will have pass their Qualifying Examinations in order to be eligible for enhancement of Fellowship after completing 2 years at NCBS. Those students who complete their Qualifying Examination before August will be eligible for enhancement of fellowship w.e.f. August. In other cases enhancement will be effective from the date of passing the Qualifying Examination.

The Qualifying Examination will be held in 2 parts. For the first part of the Examination, the student will prepare a written thesis proposal which (s)he will defend. The student will also prepare a second written research

proposal not directly in the general area of thesis research, which (s)he will have to defend.. The format for these research proposals will be available with the Head, Academic Activities.

The second part of the Qualifiers will consist of a *viva voce* examination. The examining board will consist of her/his Thesis Advisory Committee and an additional member to be nominated by the Head, Academic Activities. The examination will cover areas relevant to the research proposals submitted by the student as well as other subjects that the committee chooses to go into.

Some Universities require that the student pass a Qualifying Examination before Registering for the PhD programme. If the University will permit it, the NCBS Qualifying Examination may be considered equivalent to the University Qualifying Examination.

8) **Assessment of Students**

Renewal of the annual contract of a student depends on satisfactory performance in graduate work. While primary importance will be given to satisfactory progress on the thesis research, the student is also expected to perform satisfactorily in coursework, the mandatory weekly journal club and other presentations.

Progress on the thesis research will be monitored by the **Thesis Advisory Committee** twice a year. The annual work seminar and other talks given by the student will be essential components of the evaluation procedure. A student must pass all coursework to the satisfaction of the course instructor as well as her/his thesis advisory committee. If a student performs unsatisfactorily in a course, (s)he will be required to repeat that course the next time it is offered and pass it satisfactorily.

If a student performs unsatisfactorily in the Qualifying Examination, (s)he will be required to repeat it. A second unsatisfactory performance will lead to the student being asked to leave the Centre. If a student does not clear her/his Qualifying Examination by the end of the fifth semester, (s)he will be asked to leave the Centre. If the student has done sufficient work at this stage, the Thesis Advisory Committee may recommend that (s)he submit a thesis to MAHE to be evaluated for an MPhil degree.

If the Thesis Advisory Committee finds that the overall progress of a student is unsatisfactory during the programme, the committee may recommend to the Head, Academic Activities that the student be asked to leave NCBS. Decisions of this nature will be taken by the Head, Academic Activities.

9) Registration for PhD

Once a student has passed all her/his course requirements and Qualifying Examination, (s)he will be eligible for registration to a PhD program. A student may register for her/his PhD only after passing all her/his course requirements. (S)he should register with the appropriate university in consultation with the thesis supervisor and the Head, Academic Activities. **All completed registration forms must be routed through the Head, Academic Activities.** The Universities that recognize NCBS for external registration of PhD candidates are Bombay University, Mysore University and the Manipal Academy of Higher Education (MAHE).

Students registering with Manipal Academy of Higher Education will pre-register during their first year but need to clear their Qualifying Examinations before it is decided as to whether they will work towards a PhD or an MPhil degree.

It is the responsibility of the student to confirm that the registration material has been properly submitted to the appropriate university.

If the university so requires, the student will have to submit a synopsis of her/his thesis to the university only after (s)he becomes eligible for registration as described above. Students should note that the university usually will not accept a PhD thesis until two years have passed after the date of registration or the Qualifying Examination.

10) Defense of Thesis

After the student's research has reached a stage where it can be written up as a thesis, the Thesis Advisory Committee will asses the work and recommend writing it up. Once the thesis is written and printed, but before it is bound, the student will present her/his work in an open colloquium. This will be evaluated by the same committee that sat for the Qualifying Examination. If found suitable the thesis may be passed for submission to the appropriate university for examination. The work done by the student should constitute material for at least one publication in a refereed journal. The manuscript should be communicated to a refereed journal before submitting the synopsis; ideally, it should appear in print before the thesis is submitted. The minimum requirement for submission of thesis is that at least one manuscript be accepted for publication in a refereed journal.

1) Selection

This is a programme for exceptionally talented young students just completing their basic degree. Students are selected in a manner analogous to that for the PhD programme. Nationally placed advertisements will appear in **January/February** every year. Short-listed candidates write a short test and are interviewed.

2) Laboratory Rotations and Selection of Thesis Supervisor.

New students will join in early August. They will spend the first week in having informal discussions with all faculty members about their work. They will also meet with their Mentoring Committee, which consists of Dr. Apurva Sarin and Dr. Upinder Bhalla, for advice on courses to take. They will start on their coursework programme in the second week of August. They will undertake 3 rotations of about 3 months apiece starting in mid August. Towards the end of their third rotation, students will give in their first three choices for thesis supervisor to the Head, Academic Activities who will make allotments in consultation with the faculty members concerned. Students will start work in the laboratories of their thesis supervisors as soon as they complete their rotations.

3) Thesis Advisory Committee.

Each student will have a Thesis Advisory Committee consisting of her/his thesis supervisor and two others chosen by the thesis supervisor in consultation with the student. Members of this committee should be faculty of NCBS or other research institutions/Universities. The committee will meet with the student twice a year. Students are required to present the committee with a brief write up of their work since the last meeting a week before the committee is to meet. The Thesis Advisory Committee will report in writing on the progress of the student to the Head, Academic Activities after each meeting. A copy of the report will be given to the student. This report will be referred to at the Annual Review of students to decide on extensions and enhancements of Fellowships.

Until such time as the students constitute a Thesis Advisory Committee, a monitoring committee will be appointed by the Head Academic Activities.

4) Duration of the Integrated PhD Programme.

Students are expected to have completed their thesis requirements within a period of six years from the date of joining the centre. By the end of this period, all thesis formalities will be expected to have been completed. Extension of Fellowship into the 7th year requires the approval of the Steering Committee and will be done only in exceptional circumstances. Students on extension will be permitted to stay on in the hostel but will lose their priority for allotment of a single room.

5) Courses

Integrated PhD students are required to take 20 credits in Basic courses and 4 in Advanced courses. They are expected to complete all their course requirements in their first two years. Credit will be awarded for courses attended at NCBS and other recognized institutions.

6) Laboratory Meetings, Journal clubs, Annual Work Seminars

Active and regular participation in one of the journal clubs held on a weekly basis is mandatory for all students.

Students are expected to present a formal annual work seminar which will be evaluated by her/his thesis advisory committee. The first such presentation will be made in the student's third year at the Centre.

The Thesis Advisory Committee will evaluate the performance of students at these presentations, discuss it during Committee meetings, and report on it in their committee reports.

7) Qualifying examination.

By the end of their second year (latest by the end of their first two and a half years), students will be subjected to an oral Qualifying Examination by their Thesis Advisory Committee. **An additional member will be appointed to the Thesis Advisory Committee for this examination, in consultation with the Head, Academic Activities.** The Qualifying Examination will serve as a criterion for admission to PhD candidacy and will assess the research potential of the student. Those students who complete their Qualifying Examination before August will be eligible for enhancement of fellowship w.e.f. August. In other cases enhancement will be effective from the date of passing the Qualifying Examination.

The Qualifying Examination will be held in a manner analogous to that for the PhD programme.

8) Assessment of Students

Renewal of the annual contract of a student depends on satisfactory performance in graduate work. While primary importance will be given to satisfactory progress on the thesis research, the student is also expected to perform satisfactorily in coursework, the mandatory weekly journal club and other presentations.

Progress on the thesis research will be monitored by the Thesis Advisory Committee twice a year. The annual work seminar and other talks given by the student will be essential components of the evaluation procedure. A student must pass all coursework to the satisfaction of the course instructor as well as her/his thesis advisory committee. If a student performs unsatisfactorily in a course, (s)he will be required to repeat that course the next time it is offered and pass it satisfactorily.

If a student performs unsatisfactorily in the Qualifying Examination, (s)he will be required to repeat it. A second unsatisfactory performance will lead to the student being asked to leave the Centre. Failure to take the Qualifying Examinations by the end of the fifth semester will lead to the student being asked to leave the Centre. If the student has done sufficient work at this stage, the Thesis Advisory Committee may recommend that (s)he submit a thesis to MAHE to be evaluated for an MSc by Research degree.

If the Thesis Advisory Committee finds that the overall progress of a student is unsatisfactory during the programme, the committee may recommend to the Head, Academic Activities that the student be asked to leave NCBS. Decisions of this nature will be taken by the Head, Academic Activities.

9) Defense of Thesis

After the student's research has reached a stage where it can be written up as a thesis, the Thesis Advisory Committee will asses the work and recommend writing it up. Once the thesis is written and printed, but before it is bound, the student will present her/his work in an open colloquium. This will be evaluated by the same committee that sat for the Qualifying Examination. If found suitable the thesis may be passed for submission to the appropriate university for examination. The work done by the student should constitute material for at least one publication in a refereed journal. The manuscript should be communicated to a refereed journal before submitting the synopsis; ideally, it should appear in print before the thesis is submitted. The minimum requirement for submission of thesis is that at least one manuscript be accepted for publication in a refereed journal.

1) Selection

Junior Research Fellows on grants funded by agencies such as DST or DBT may be permitted to register for an MSc degree provided they feature on the waiting list of the Integrated PhD selection interview.

2) Thesis Committees

A Thesis Advisory Committee consisting of the Research Supervisor and two other faculty members will constitute at the beginning of the second year of the student's stay in NCBS. The committee will meet twice a year to monitor the progress of the student, to give the go-ahead for writing up his/her thesis, attend the thesis seminar and certify that the work presented is suitable for a thesis to be submitted through NCBS.

3) Course Requirements

MSc students are required to take 12 credits in Basic courses. There is no Advanced Course requirement for Masters students.

4) Evaluation of Students.

Students are evaluated annually to determine whether Fellowship should be extended.

5) Laboratory Meetings and Journal Clubs.

Active and regular participation in one of the journal clubs held on a weekly basis is mandatory for all students.

6) Registration for MSc

Students registering with the University of Bombay should register within 3 months of the date of joining. **It is the responsibility of the student to confirm that the registration material has been properly submitted to the university.**

Students registered with the University of Bombay are required to pass the appropriate examinations administered by the university within one year of the date of joining NCBS. Students should note that the University of Bombay will not ordinarily accept the thesis synopsis until two years have elapsed after passing the University examinations.

Students registering with MAHE may do so at the times specified by the Administrative Officer, NCBS. Normally, papers for all new students registering with MAHE will be processed in January of their first year.

6) **Defense of thesis**.

When the project is at a sufficiently advanced stage, the Thesis Committee will meet to determine whether the student can write up a thesis on the results obtained to date. If agreed to, the student may write up a thesis and present a colloquium. The latter will again be evaluated by the same committee and if they approve, the thesis may be submitted to the University for examination.

COURSES 2000-2001

Courses to be taught during the period August to December 2000:

Course	Credits	Instructor
Biochemistry & Biophysics	3	R Sowdhamini
Genetics & Molecular Biology	3	MM Panicker
Immunology	3	Apurva Sarin
Developmental Biology	3	K VijayRaghavan

Advanced Courses to be taught during the period January to June 2001:

Course	Outline, Prerequisites	Instructor
Regulation of cell division and growth	To Be Announced	S Krishna
Protein Folding and Stability	TBA	JB Udgaonkar
Self-Organization in Biology Starting last week of February	To study the phenomenon of self-organization from a theoretical framework and explore its prevelance in systems important in biological contexts. Pre-requisite for Credit: Biophysics/Physics Background or the Biochemistry & Biophysics course; and a reasonable familiarity with material in "Molecular Biology of the Cell".	Madan Rao, Satyajit Mayor, GV Shivashankar

RULES OF THE LIBRARY

The Library at NCBS aims at providing journals and books primarily for the use of faculty and staff at NCBS. Its holdings should reflect their interests largely. It is supervised by a committee consisting of the librarian and three members from the faculty.

The day to day running of the library is conducted by the librarian who is assisted by the library staff and/or trainees. The library holdings will be checked annually by the library staff.

RULES

1. The library is available for the use of all members of NCBS. Its working hours are 8 AM to 12 PM Monday through Saturday and 10 AM to 6 PM on Sundays and other holidays. The library is run by student volunteers beyond normal office hours.

2. Members may check out books or journals during working hours and should sign out the items at the library counter. A member may have a maximum of four books and two bound journals checked out in their name at any time. The books are issued out for a maximum of two weeks and then may be renewed if no reservation on the items are indicated. Bound journals may be issued out for a maximum of two days.

3. If a request for an already issued item is received the librarian may ask for the item to be returned to the library. The minimum period before a return can be requested for books is five days and bound journals is one day.

4. Unbound issues of journals are issued from the library for a maximum of two hours with the permission of the librarian during normal working hours. Any extended borrowing of unbound journals for more than two hours and not exceeding 24 hours will be considered on the merits of each individual case and decided upon by the librarian.

5. Books and journals on reserve may not be checked out. Books and journals may be placed on reserve by the librarian on instructions from the concerned course instructors.

6. Fines will be charged on late return of journals and books. The amounts that will be charged will be available with the librarian. Amounts collected through fines and replacement charges will be used for library requirements.

Purchase of New Books

7. Any member of NCBS may recommend the purchase of a desired or relevant book to the librarian. Books from vendors will be available in the library from time to time All members are encouraged to peruse the titles on display and make recommendations. Selected new books will be on display and are on reserve for a period of a week before being available for general circulation.

New and Existing Journal subscriptions:

8. Any member may recommend new journal subscriptions. The library committee will decide based on input from faculty, available funds and academic needs. The readership/use of the journal will be determined throughout the year by the library staff and will be used to help to make decisions on subscriptions.

Loss and Defacement of Books, Journals and other library articles

9. The cost of replacement with an additional 10% handling fee will be charged to the person responsible for loss or damage to library articles. Any member if determined to have defaced or damaged any library item intentionally will have his/her library privileges revoked for a period of time determined by the committee. Library privileges may be revoked permanently for multiple or serious offenses.

Policy regarding external users

10. External users from other institutions are allowed to use the library on production of a library access card. Library access cards will be distributed to the concerned institutions on recommendation from the Dean. External users are not permitted to issue out library items. External users may access the Xerox facility for use on an immediate payment basis.

11. Other visitors to the library may use it provided they are introduced to the library-in-charge by a staff member. The concerned staff member is responsible for the visitor.

12. The permanent staff of the institute can provide a list of the members of the family who may be allowed access to the library. Family members may be issued library material only through the concerned staff member.

Policy regarding newly arrived journals/magazines/newspapers

13. Newly arrived journals/magazines cannot be issued out of the library before a specified period. The period of restriction will be indicated on the concerned issue and will vary for individual subscriptions. The period for each subscription is determined by the librarian from the general pattern of

use and requirements. All journals, magazines or newspapers subscribed to by the library are not be issued before the period specified on the item.

Use of the library Xerox machine:

14. A Xerox machine will be available in the library at all times for use of the faculty and library staff. All other users have to avail the common Xerox facility. Xeroxing privileges may be extended in case of non-availability of the common Xerox facility and is decided on by the library-in-charge.

Role of library staff in helping users

15. During normal working hours the librarian and other library staff will assist the users. They will also assist in obtaining necessary reference material for individual users from other institutions. The library will provide the necessary services to obtain personal subscriptions or book purchases through teaching/book grants for faculty and students. Reprints both personal or for reference can be ordered through the library. The costs incurred for these services are charged to the individual or the grant concerned.

Responsibilities of student volunteers

16. The library is run by student volunteers beyond normal working hours. If volunteers are not available, library duties will become a part of the academic requirements of all students. The schedule and the hours of work will be determined by the librarian.

17. The specific duties of the student volunteers are determined by the library committee.

HOSTEL RULES

Eligibility & Priority for Room Allotment:

1.   All students working towards a Ph.D degree are eligible for hostel rooms. No other students or JRFs are eligible. Currently two types of Ph.D students are being admitted by NCBS - Ph.D and Integrated M.Sc-Ph.D (Int Ph.D for short).

2.   Priority for allotment of single rooms will be on the basis of seniority. In cases when there is equal seniority, priority will be based on the position in the admission list at the time of selection.

3.   For purposes of establishing priority for single rooms, a 2nd year IntPhD student will be considered junior to an incoming PhD student, while a 3rd year IntPhD student will be considered senior to an incoming PhD student.

4.   Ph.D students who have completed 5 years (and IntPhD students completing 6 years) and are on extension will be eligible for hostel rooms upto one more year. Their priority for single rooms will however be below that of all other Ph.D students.

5.   Students staying in double rooms will have to share the room with another person based on the same priorities as given in 1-4 above. In general this means that junior students may have to double up, while more senior students may stay in a double room without sharing.

Maintenance and use of hostel rooms:

1. Cleanliness of the allotted room will be the responsibility of the student(s) occupying the room.

2. Random checks of rooms maybe undertaken periodically by the hostel supervisor with prior notice of two days. Once the date and time of inspection has been finalised with the occupant(s) the inspection can proceed in the presence or absence of the occupant(s).

15

3. A maximum of upto two guests are allowed to stay with the hostel allottee for a maximum of upto 15 days. Prior information of this must be given to the hostel supervisor (Shri S. Verghese) on a prescribed form. A fine of Rs 100/- per day will be charged if prior information is not given.

4. If the arrival of the guest happens suddenly and is out of working hours the allottee should inform the security at the main gate in writing about the arrival of the guest(s). Failure to do this is also liable to incur a Rs 100/- fine.

5. Hostel rooms should not be sublet to any other person, whether or not he or she belongs to NCBS, without obtaining prior permission in writing from the hostel supervisor. Subletting in this case means handing over the key to a person other than the official allottee(s) of the room.

6. Absence from the hostel for more than five days should be notified to the hostel supervisor by filling up the requisite form. In case of absence for longer than a month the room should be left in a condition such that it can be used by someone else if required.

NCBS COMPUTER USERS HANDBOOK

Last updated July 13 1999

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Contents:

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1. Introduction
Objectives

This handbook is meant to give you an idea of the computer facilities available
at NCBS. A lot of these facilities are shared, that is, all students, faculty
and staff can use them. These are described here. Individual labs have other
facilities which are usually meant for use within the labs.

These facilities are here primarily to help people work. Therefore,
work-related computing should be given highest priority. As in all aspects
of lab work, we expect that people will use common sense to share computing
resources equitably. We are continually working on improving the facilities,
so hopefully you will not have to wait too often.

Please pay special attention to the security of the system, as it affects
everyone. Guard your passwords, make sure to log out after you are done, and
mention any suspicious activity to the systems administrator.

Overview of facilities:
We have a network of several kinds of computers: Macintoshes, DOS/Windows
based machines and UNIX machines. There are shared PCs and Unix machines
for common use, and a whole lot of lab-specific machines. Each lab is
expected to have its own machines for day-to-day use, and the common
computers are really for special or occasional use. For example, word-
processing for theses or assignments should be done on lab machines.

The common machines are typically for special operations like scanning, slidemaking, or colour printouts. We also plan to maintain a couple of machines for the use of visitors to the centre.

The network gives you lots of facilities. Locally, you can access data from different machines as if it were on your own. You can look up the NCBS home page for announcements. You can print to various printers scattered around the Centre. On the global scale, you can use email, file transfer protocols, and the much hyped World Wide Web.
All personnel get an account, and you may take a little course to get you familiar with the various facilities. This guidebook just lets you know what we have. Take special care to look at the following section:
"User responsibilities and guidelines".

Happy computing !

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2. User responsibilities

Accounts policy
- All regular NCBS personnel on NCBS payroll are given accounts:
    Faculty, students, post-docs, administrative and support staff.
- Collaborators working at the Centre will be provided with accounts
        based on recommendation from the collaborating NCBS group leader.
- Official scientific visitors at NCBS for a period of over a week shall
        get an account for the duration of their stay. Those who come on
        repeated visits may request to have their accounts maintained,
        but the accounts will be locked for security reasons while they
        are away. This would apply to visiting faculty as well as summer
        students.
- At the request of the director or dean, accounts for other persons may
        be set up as special cases, with appropriate restrictions on
        dial-in and other access. The director/dean may also request
        account closure in special cases.
- No accounts for commercial entities are permitted under our VSNL terms.
        We also cannot subcontract our internet access, that is, we cannot
        provide net bandwidth to someone who will subsequently provide
        access to other users.
- The usual rules for termination of accounts in cases of gross misuse
        apply. Gross misuse includes cracking into other accounts, selling
        your internet time, broadcasting offensive material, etc.

Joining and leaving
        Accounts are automatically created for incoming students. Other new
        personnel should ask their group leader to notify the systems
        administrator of the requirement for a new account.

        When going away for a temporary trip, you can set up email
        forwarding to a temporary address by creating a file called
        .forward

with the temporary email address in it.

Our standard policy for people who are leaving the centre is to
close login access effective the date of your leaving, and provide
forwarding for a limited time (say a couple of months) after that.
You are also requested to copy any of your files that may be of
interest to you onto floppy or other media before you leave.
All your files will subsequently be deleted. In special cases we
permit ftp access shortly after you leave for the express
purpose of transferring files over. This is rarely necessary.

Security

Password cracking is the in thing on campuses. We have had repeated
breakins on our machines at the TIFR Centre, IISc campus.
Data and time losses have been considerable. Have secure passwords.
Your password should be 7 or 8 characters long, and should
include assorted punctuation marks, capitals, and/or numbers.
It should NOT be based on a dictionary word, should NOT be
based on names, login ids, or easily accessed numbers like
your birthday.
At the same time it should be easy for your to remember. Common
ways of making your password secure yet memorable are to use
similar sounding numbers or letters. You can partially derive
the word from a regional language, but it again must have
numbers or punctuation marks in it to make things difficult.

We will periodically use standard security testing programs to
scan to see if the program can guess your password. If it can
guess, that means that any cracker can guess as well. In such cases
you will be assigned a new password to protect your account and
the security of the system.

Your accounts are yours alone and the passwords sacred.
Do NOT give your passwords to anyone. This will be cause for
termination of network access.

Please be aware that emails are _never_ secure, unless encrypted
with a really powerful code.

Email programs like Eudora are dangerous for another reason: they
can easily cause the loss of all your emails if your machine
hangs during access. We recommend that you only use the email
program 'pine' on the mail server for this reason.

Netiquette: Good manners on the net.

Most of these points should be obvious, if you just apply the same
politeness and common sense that you hopefully use in your daily
interactions with people.

- Do not violate privacy. Don't read any files beloning to other
people, or peek at their screen while they are working or reading
email, etc. On the common PCs there is no security mechanism to

prevent people from reading each other's files - this does NOT amount to permission to read such files.

- Don't spam, i.e., do not send unnecessary email to a whole lot of people who are not interested in your message. Be particularly conservative in your use of the aliases ncbsall, students and faculty: it is terribly easy to send mail to a whole lot of people. Imagine what it would be like if you could yell so loudly that the whole Institute heard you, whether or not they wanted to !

- One of the most common mistakes is to reply to a message posted to a mailing list such as "all", and instead of replying only to the person posting the mail, to select the 'reply to all recipients' option in PINE.

- Even if you are raising an issue of concern to a lot of people, don't target individuals in a message sent to a mailing list. If there are specific individuals involved in some contentious issue, it is far better to speak or email them in person first.

- Don't flame, i.e., do not write emails to a lot of people or a mailing list when you are angry. One almost always regrets it later.

- Do not waste bandwidth. We have a limited data rate, and it is meant specifically for academic work. Emails usually use far less bandwidth than anything else. File transfers using ftp are also fine, if the files are necessary ones. Using Netscape to download a whole bunch of images is rarely necessary, however. Try to turn off the button for auto-loading of images, unless you really need them. Specifically, do NOT download music. This is very wasteful of bandwidth and there is no academic justification for it.

- Do NOT try to reconfigure any of the common machines. Our systems administrator has spent a lot of time trying to get everything to work together. If you need to install any software, ask him to do so.
- Don't waste printer paper. If you have a whole lot of data to examine, it is probably better left on the computer, or on a floppy disk. As a rough guideline, a 50K textfile will use up 10 sheets, which should be your limit for the line printer in the common area.

- Do not misuse machines for playing games or downloading objectionable material.

Privacy

In general, your files and emails on the NCBS servers are private and unreadable by anybody else. However, the systems administrator and computer committee have the root password, and can in principle read any non-encrypted file. Furthermore, NCBS is a government organization, and can in principle be held accountable for anything on its computers. This situation has never arisen, and

20

we do not anticipate it happening. Breach of security (as above)
is a much more likely cause of loss of privacy.

In rare situations such as security breaches, the computer
committee and administrators may have to examine user configuration
files.

The computer committee and adminstrator routinely examine network
traffic patterns and system logs. We can and will use this to
clamp down on misuse of bandwidth for downloading objectionable
material or other heavy non-academic access.

Data

We try to provide abundant disk space on common machines. However
usage always seems to exceeds the available space. Be prudent about
what you store in your home directories. There is now a disk quota set
at 30 MB on the main servers, beyond which the system will simply
stop storing your data.
Try not to accumulate too much mail (a fair limit would be about
500 KBytes).
We also provide significant (about 1 Gigabyte) storage on a common
machine for lab use. Please contact the administrator for access.

What to do when a Linux machine hangs
1> Hit the "Num Lock" key on the right hand corner of the keyboard. If
it goes on & off with each keystroke, the machine has not died out
on you. It's just napping.
2> Log into the offending machine from another one and do the
following:

    ps -u

You will get an output that shows what processes you have invoked.
Eg.

```
USER    PID  %CPU %MEM   SIZE    RSS TTY STAT START   TIME COMMAND
abc     132  0.0  5.4   1296    816   2 S   09:07   0:00 -tcsh
abc    1433  0.0  2.7    896    416   2 S   11:01   0:00 rlogin ncbs
abc    1434  0.0  2.7    896    416   2 S   11:01   0:00 pine
abc    1617  0.1  5.3   1288    804   1 S   11:19   0:00 -netscape
abc    1650  0.0  2.9    928    436   1 R   11:22   0:00 ps -u
```

3> Now kill out the process (the number of which appears in the column
headed PID) using the command

    kill -9 number_of_process

This should suffice to bring the machine out of it's slumber.

Reporting problems
In case the machine fails to come around using the method mentioned
above, then get in touch with Avinash, Upi or Jitu.

21

Also if the machine should ever crash and has to be rebooted by you please inform Avinash of the occurrence, so he can trace it and hopefully prevent it from happening again.

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3. The NCBS network sites: web page, ftp server, and notice board.

We are slowly building up a respectable web site at NCBS. The web address is:
http://www.ncbs.res.in

It currently contains general information about the Centre, as well as specific information about courses and talks. We plan to add a whole lot of further features, such as an up-to-date phone and email directory, a calendar of current and forthcoming NCBS events, and a facility for students to put up their own home pages if they want.

We would like to have the home page function as a sort of general notice-board for the Centre. It will be updated daily, and we'll provide all sorts of announcements there. Use it often and well! Give the web address to your colleagues who might be interested in talks at the centre.

Please set up your web browser so it points to the NCBS site as your home page. We encourage suggestions from students on ways to make the web page more interesting, better looking, or features to add to it.

Ftp site.
The NCBS ftp site provides a quick way of downloading many of the commonly used programs for PCs, macs, and UNIX. It avoids clogging up our limited bandwidth with unnecessary downloads. Just type
    ftp ftp.ncbs.res.in
to connect, and type
    anonymous
when prompted for your user name. You will then be asked to furnish your email address as password. After that, follow the instructions.

Electronic notice board.
We have already implemented an electronic notice board for posting short messages to all users, which are displayed when you log in to the mail server. Typical notices are event announcements, warnings of equipment outages, and so on. In due course the noticeboard will also post to the web page, and posts will be accepted from the web page.

Detailed instructions for using the electronic notice board can be accessed by typing
    more /home/notice/info.

Briefly, to post a message you send a mail to the address 'notice' with the date in the subject line as illustrated below:
Subject: 99-7-13 (Optional time) Announcement Title
The date format must be as illustrated (yy-mm-dd). Do not use dashes except

for the date. Then you have up to 4 lines to type in your message.

==

4. Hardware Facilities

Our goal is to provide the capability to do a wide range of computer and data transfer operations so that almost all requirements can be met at NCBS. We are not set up to handle heavy day-to-day use for word processing or number crunching: this is the domain of the individual laboratories and they are expected to provide such facilities for their personnel.

Servers:
These machines provide for heavy data and database use. They are not commonly accessible.
ns1
ns2
mailsvr
samba

Common computer area:
5 common PCs from 486s to Pentium IIs.
3 are configured for Windows, others are dual boot.
1 heavy-duty common laser printer
1 colour laser printer
1 phaser (ultra high quality colour printer)
1 dot-matrix printer
1 Slide maker (this tends to wander around to different labs)

==

5. Software Facilities
Linux (UNIX) based:
Netscape,lynx (WWW access).
Pine, elm,mailx (email access).
ftp, talk, finger, archie, gopher.
C, C++, Fortran compilers.
Ghostview (a postscript file viewer).
Xfig (X based package for drawing figures).
A huge number of other utilities. If you want it, we probably have it.

DOS/Windows based:
Microsoft Office:
Word
Excel
PowerPoint
Access
Biblographic
EndNote
Graphic

23

SigmaPlot
Origin

A huge number of shareware utilities, several CD-ROMs full.

Depending on licensing, these are either available on specific machines or accessible anywhere on the network.

Macintosh based
   Microsoft Office:
      Word
      Excel
      PowerPoint
   EndNote
   Lots of shareware, including:
      RasMol
      WebLab Viewer
      NIH Image

==

6. Networking Facilities
1. Hardware and operating systems

We are internally hooked up through a 100 Megabit ethernet LAN. This means that all internal networking is fast.
The outlying buildings (housing, canteen, and others) are hooked up via fibre. This is only a few Megabits/sec, but you probably won't notice the difference.

We are connected to the outside world through a 64 Kbit radio line via VSNL. This works out to about 7 Kbytes/second on a good day.

The Linux file servers and a Cisco hub form the hardware basis for our networking. We provide a file server for Windows 3.11 and Windows95 machines from a Linux machine running Samba.

2. Network applications
   - Netscape
   - Pine
   - ftp
   - telnet

3. NCBS network sites (Always under construction)
   - NCBS home page
   - Students page
   - Meetings page
   - ftp site

4. Networked databases (Under construction)

- Flybase
- Medline
- Library database
- Personnel data base (forthcoming)

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7. Data handling

1. Available files

As already mentioned, we have a file server for all the DOS/Windows machines. From the viewpoint of the user, this means that you have extra directories available to you when you log in to these machines. The directories you can access include:

HOME

You can access your home directory on ncbs from any Windows machine. The procedure is described below in 'Logging in'.

APPLICATIONS

Microsoft Office:
Word
Excel
PowerPoint
Access
Bibliographic
EndNote
Graphic
SigmaPlot

COMMON

This is a directory where you can store files for transferring from one machine to another, even on different architectures. It is accessible from Windows 3.11, Windows 95, Unix machines, and Macs on the network. It is cleared nightly to preserve space, so don't try to use it for long-term storage.

DATA

This is a directory where you can store data files, text documents, etc. Please keep your storage requirements sensible. This location has one enormous advantage over your own PC: All data in this location is regularly backed up.

2. Logging in

You can connect to the Samba File Server via the network drive on any windows (3.11 or 95) machine. To do this :

1> Open the File Manager.

2> On the toolbar choose "Connect Network Drive" from the "Disk" menu.

3> In the "Path" box that appears, type the path of the shared directory you want to access. For your home directory on ncbs or samba, it would be

```
\\samba\your_login_id
```

where 'your_login_id' is the same id you use when logging
directly into ncbs or samba.

Eg. \\machinename\sharename

If you have used the share previously, then simply click on
the "Path" box and select the appropriate share from the
menu that pops up, and click "OK".
4> You will now be prompted for a password. For your home
directory, this is just your usual ncbs password.
On verification of the password, you will be permitted
to access the shared directories on that machine.

You can also connect via Macintoshes:

You can also connect from UNIX machines:
telnet machinename
It then asks for your login name, and then your password.
From there you are logged in and can access your files as
if you were physically on the machine.

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8. Support

Systems Administrator:
Avinash Shenoy

Faculty computer committee:
R. Sowdhamini
Jitu Mayor
Upi Bhalla

Books and journals:
Linux manuals
Linux Journal
Java/HTML/programming manuals
assorted Windows and Dos manuals
Networking and security books in the library

Various companies are under maintainence contract for hardware and
software, contact the office staff about this.

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9. Planned additions/upgrades

Mac G3 for common use.
Pentium IIs for common use.
Scanner
Video/computer projection system
DVD disk reader

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26

STUDENTS INFORMATION

2000-2001

NCBS

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
BANGALORE

CONTENTS

NCBS   TIFR

National Centre for Biological Sciences

STUDENTS GUIDELINES APPLICABLE TO
RESEARCH/JUNIOR SCHOLARS, JRFs ON ACADAMIC PROGRAMME

1   IDENTITY CARD

1.1.   All the students should possess NCBS valid identity card. Identity card is the valid pass to avail the facilities at the Centre. Identity card may be obtained from the Security Officer by filling a prescribed form available with the Security Office. Application for identity card should support 2 passport size colour photographs. Without identity card students will not be given access to the campus.

1.2   *Loss of identity card* should be reported in writing to the Security Officer immediately. For issue of a duplicate identity card the student should apply along with a photograph. This will be issued at a fee of Rs. 50/-

2   ACCOMMODATION

2.1   NCBS provides accommodation to Junior Scholars, Research Scholars (including Int. Ph.D. students) depending upon the availability.

2.2   Accommodation will be provided to the scholars under Grants and who are on a Ph.D. Program.

2.3   Those who have not been provided accommodation are eligible for HRA as per the rules.

2.4   While every attempt would be made to provide comfortable accommodation to students, single occupancy rooms cannot be guaranteed to any student.

2.5   Allotment of accommodation will be done only on submission of a request in the prescribed form. Application forms are available at ADMIN/HOSTEL office.

2.6   For detailed guidelines about the Rules and Regulations of the hostel please see Annexure I.

Mr. Shaju Varghese, Assistant Administrative Officer (Hostel) may be contacted for matters related to accommodation.

3   FACILITIES

3.1   TRANSPORT

NCBS operates shuttle services between GKVK Campus to IISc. Campus to enable the students to have contact with IISc.

The trip schedules are as under:

Week Days (Monday to Saturday)

Departure from NCBS	Departure from IISc. (Opposite to Library)
	07:15
08:10	08:40
09:20	09:45
11:30	12:30
14:00	15:30
16:30	17:00
17:40	18:30
19:00	21:00
23:00	00:30

Holidays (including Sundays)

Departure from NCBS	Departure from IISc. (Opposite to Library)
08:00	09:00
10:00	11:00
12:00	12:30
14:00	15:30
16:30	18:00
19:00	22:00
23:00	00:30

Only those who possess NCBS valid Identity Card may avail the above services subject to availability of seats.

Apart from this, the Bangalore Transport Service Route No. 277 operates between Majestic and UAS, GKVK Campus. The following are the bus timings.

Departure-Majestic	Departure – UAS Campus
7.30 AM	6.40 AM
9.10 AM	8.20 AM
11.15 AM	10.25 AM
12.45 PM	12.00 NOON
2.25 PM	1.30 PM
4.00 PM	3.10 PM
5.40 PM	4.50 PM
7.45 PM	6.50 PM
9.05 PM	8.20 PM

3.2   CANTEEN FACILITY

Canteen facility is available on payment bases at the Centre. Morning breakfast, lunch, evening snacks, dinner will be provided on all days. The timings are as under:

On all weekdays

Breakfast	7.15 a.m. – 9.15 a.m.
Morning Tea	10 a.m. – 12 noon
Lunch	12.45 p.m. – 1.45 p.m.
Evening Tea	3.00 p.m. – 6.00 p.m.
Diner	7.15 p.m. – 8.15 p.m.

On Sundays

Breakfast	7.15 a.m. – 9.15 a.m.
Morning Tea	10 a.m. – 11.30 a.m.
Lunch	12.45 p.m. – 1.45 p.m.

No dinner service on Sundays.

Mr. Shaju Varghese, Asst. Administrative Officer is in charge of this facility.

3.3.   XEROX FACILITY

Xerox facility is available in the Basement of the Academic Block below the Library on payment basis. For details and using this facility, please contact Xerox Centre.

3.4   STD & ISD FACILITY

STD and ISD facilities are located in the first floor of the Canteen.

3.5.   MEDICAL EMERGENCIES

First aid kits are available at the Security Office, near the Reception for minor injuries.

For routine and minor medical problems, Dr. Senthamarai S. Manoharan will be available at the Medical Room (Room No. 1 in Champaka) on all weekdays between 4 p.m. to 5.30 p.m.

Phone: Extn. 4800
Email : dsenthu@ncbs.res.in
Res. Ph: 3439017

The Chief Medical Officer of IISc, Dr. P. H. Prasad is also available for emergency consultation and may be contacted at Ph: 3600989 (O), 3600143(R).

Any medical emergency should be reported immediately to the Head (Academics) and/or the Establishment Officer. [Also see contents under 4(a)]

3.6 WHAT TO DO IN EMERGENCIES

a) When you need to see a doctor?
- Contact Dr. Senthamarai S. Manoharan

b) If you are bitten by a snake
- Contact Dr. Senthamarai S. Manoharan – Anti-snake venom is available in the fridge in Champaka 1, key of which will be available with the Security

c) In the event of a lab accident?
- Inform Dr. Senthamarai S. Manoharan and the Security at Reception and take the victim to Bangalore Baptist Hospital, if required.

d) In the event of a fire
- Get in touch with the Security

e) If you see suspicious persons lurking around
- Get in touch with the Security

f) If you need transport out of the campus in a medical emergency
- During office hours contact Administrative Officer. After office hours – contact the Dean/Head (Academics). For use of the emergencies, that too after office hours, a vehicle is stationed at Reception.

3.7 UAS SPORTS FACILITIES

UAS has kindly agreed to open their sports facilities to NCBS students and some of the facilities are Volley Ball, Basket Ball, Tennis, etc.

4 ENTITLEMENTS

4.1 MEDICAL INSURANCE

NCBS has a Group Insurance Scheme for all Ph.D., M.Sc. and Integrated Ph.D. students. The group insurance subscription amounts to Rs. 100 – 120 p.m. This will be directly deducted from the fellowship. Any hospitalization expenses will be covered by the Mediclaim Insurance Scheme upto Rs.25,000/- p.a. and reimbursement towards OPD will be upto Rs.500/- p.a. on certification by PMO. Claim forms are available with the Establishment Section. More details about this scheme may be obtained from the Establishment Section or from our Website. A copy is also available in the Library.

4.2. LEAVE

Any student remaining absent from work/going out of station etc, should positively fill the leave application form in advance. Leave application form available in Establishment Section. Leave recommending authority will be the faculty member concerned and will have to be countersigned by the Head (Academics). Leave from hostel during vacation/week ends should also be informed and approved.

Failure to get the leave duly approved, the period will be treated as 'UNAUTHORISED ABSENCE" and proportionate deductions will be made from the scholarship/fellowship.

4.3   THE LEAVE ENTITLEMENTS ARE AS UNDER:

4.3.1   Leave Entitlement for Junior Scholars/Research Scholars are as under:-

Casual Leave   :   8 days + 2 days Special Casual Leave

Vacation   :   Maximum of 70 days can be availed during
-                Autumn => 1-31st October
-                Winter   => 16th Dec. to 15th January
-                Summer => 1st March to 30th June

4.3.2   Rail – Air concession to visit Home Town

Railway concession form is provided to visit hometown, the students may make use of the Rail concession. For obtaining the rail concession please contact the Establishment Officer. For Air concession the student has to obtain the prescribed form from the Indian Airlines Office.

4.4 TA/DA

4.4.1   Student visiting TIFR, Mumbai and other field stations for their coursework and also to attend symposium, seminar, work shop, etc are eligible for TA/DA as per the norms. Advance will be paid on submitting the TA/DA advance form duly filled and recommended by their concerned PI. Within one month of return, claim to be settled with Accounts Officer, NCBS in the prescribed form available in the section.

4.4.2 Entitlements for Deputation Abroad for course work or attending conference/visit etc:-

- Scholars would be allowed to draw the approved advance provided the tenure of scholarship is valid for 6 more months from the date of departure for conference or workshop.
- The deputation advance should be reimbursed to the Centre within one month's of return from the conference/workshop or within three months from the date of advance taken, whichever is earlier.
- Two regular faculty members should stand as sureties for the drawal of advance.
- In case terms of the scholars expires within next 3 months from the date of departure to abroad – sanction of advance would be subject to a confirmation from Head (Academics) regarding his/her likely extension.

4.4.3 *All advances will have to be settled within 3 months from the date of advance failing which deductions will be made from the stipend*

Students who would like to avail these facilities are required to submit a request in the prescribed form (please see Annexure II)

4.5 **BOOK GRANTS - CEG**

a. *Research Scholars*: Contingency education grant of Rs.7500/- per year, for a maximum period of 5 years.

b. *Junior Scholars*:
I & II year: Contingency education grant of Rs.2000/- p.a.
III year if qualified: Equivalent to II year Research Scholars i.e. education grant of Rs.7,500/- p.a.
IV-VI year: Equivalent to III – V year Research Scholars: Contingency education grant Rs.7, 500/- p.a.

The above contingency education grant can be utilized for buying books, paying registration fees to University, thesis-related work, etc. For availing this facility a bill along with the prescribed form (available at Accounts Section) may be filled in and duly certified by the concerned PI has to be submitted to Accounts Officer. Claims if any, have to be submitted during the academic year (i.e. August to 31st July) only. There is no provision to carry forward this grant to the next academic year.

Note: *Those JRFs who are registered for a degree are not eligible for any contingency education grant.*

NCBS
National Centre for Biological Sciences
GKVK Campus, GKVK Post, Bangalore 560 065, INDIA
Tel: 080-8561754, 8561657-59,FAX: 080-856 1662

POLICY GUIDELINES FOR THE ALLOTMENT OF HOSTEL ACCOMODATION IN THE HOSTEL "*PARIJATA*"

APPLICABILITY

1. These guidelines will come into effect from 1st August 2000

   a. Students (including JRF's) working for Ph.D
   b. Students working for Int.Ph.D
   c. Visiting Students

2. Hostel Accomodation

The NCBS Hostel,named "*PARIJATA*" consists of 36 Single occupancy rooms and 12 Double occupancy rooms. Vacant rooms may be used as Guest Rooms, whenever required. Three double occupancy rooms will be reserved for visiting students.

3. Procedure for Allotment

All students of NCBS shall make a request in the prescribed form (copy enclosed) for allotment. Permission to occupy the hostel will be based on a written allotment order.

4.Eligibility and Priority of Allotment

All eligibility is subject to availability.

(a) The following, in order of priority, shall be eligible for allotment of hostel accomodation.

(i) Students (including JRF's) working for Ph.D
(ii) Students working for Int.Ph.D
(iii)Visiting Students from other organisations working at NCBS involving stay at NCBS for a period of 3-6 months and do not have accomodation available elsewhere at Bangalore. Extension beyond 6 months would be only in exceptional cases at enhanced rates.

(b) PRIORITY

(i)   Only Ph.D students are eligible for hostel accommodation, except for the 1998 batch of M.Sc. by Research students

(ii)   All JRF's who are registered for a Ph.D have the same privileges and priority as their batchmates on NCBS Fellowships

(iii) Priority for single room accommodation will be by seniority. For purposes of establishing seniority, a 3rd year Integrated Ph.D student will be considered senior to a 1st year Ph.D. student, but a 2nd year Int. Ph.D. student will be considered junior to an incoming Ph.D. Student

(iv)   Students on extension will have the lowest priority for single room accommodation.

(v)   In general, students who have stayed more than 1 year beyond their usual term will not be eligible for hostel accommodation or other student privileges unless the Steering Committee recommends otherwise in an individual case.

The above are guidelines only. This would vary from time to time as per the policies of the Centre. However such priority shall normally be based on the merit list recommended by the Interview Committees for Research Scholars/Juniors Scholars and as per the policy of Centre, as applicable from time to time

5. (a) Conditions of allotment

i)   Allotments shall be made by the Establishment Officer

ii)   No person shall be allowed to occupy a room without a written allotment order.

iii)   The hostel accomodations are subject to inspection by an Officer authorised by the Institute for the purpose.

iv)   The occupant should ensure that he/she certifies to the allotment of furniture/fixtures provided in the alloted room

v)   All allotments shall normally be made on a year to year basis and may be renewed upon to a maximum of 5 years for Ph.D. students. However, in case extension of the term of a student with payment of scholarship is approved, he/she will be alloted a different accomodation on a shared basis.

vi)   An allotment may be terminated by giving a month's notice.

vii)   Every allottee shall take charge of the room within 3 days from the date of receipt of the allotment order or the date on which room becomes available, whichever is later, failing which the allotment order is liable to be cancelled. Administrative Officer may waive in wirting the time limit on a case by case basis.

viii) Every allottee, including visiting students, shall be rerquired to pay a deposit at the time of acceptance of allotment. This will be refunded at the time of vacation of the hostel room by him/her, subject to realisation of any outstanding dues to the Institute.

(b) Hostel Deposit

All students shall deposit a refundable one time deposit of Rs.2500/-. This will be refunded to the students at the time of leaving the Centre after adjustments of dues if any.

(c) Licence Fee

The Licence fee payable is as below:

Rs.200 p.m. for single room occupant
Rs.100 p.m. for sharing room
Rs.25 per day for **visiting students** upto a period of six months and thereafter Rs.40/- per day.

6. Occupation and use

i. Before taking over a room, the allottee shall contact the Hostel Authorities during working hours, produce the allotment order and take over possession of the room after checking and discharging a receipt for all furniture and fixtures therein.
ii. Occupants shall not use any locks other than those provided by the Hostel Authorities
iii. The occupants shall be responsible for the cleanliness of their respective rooms and for the careful maintenance of infrastructure provided therein.
iv. Occupants shall be personally responsible for all furniture and fixtures in their rooms and shall make good any loss or damage to the furniture or fixtures.
v. Occupants shall not put up any additional fixture or bring in any heavy furniture, deface walls(e.g. drive in nail) or carry out alterations to existing furniture and fixtures, without the written permission of the Hostel Authorities.
vi. If any fixture is put up with the permission of the concerned authority, it shall not be allowed to be removed if such a removal is likely to render damage to the room as determined by the Hostel Authorities.
vii. Hostel rooms cannot be shared without explicit permission of the Hostel authorities. In case an occupant has guests, reservation forms shall be filled in for each guest in advance by the occupant. Reservation Forms are available with the Assistant Administrative Officer, whose office is located just above the dining hall. Guest room, if provided, shall be charged at the existing prescribed rates. For occupation without advance approval, a fine of Rs.100/- per day will be charged.
viii. No guest shall be allowed to stay for more than 15 days. Extension of stay can be considered on the merits of the case. The Occupant should approach the Hostel Authorities for the same. However, any overstay of a guest will be taken seriously and will be forcibly vacated. Occupants are expected to

comply with the spirit of norms while hosting Guests and use the Guest facility with maximum discretion.

ix.   There shall be no loud music, or excessive noise after 10 P.M. within the Hostel premises and all residential areas.

x.   Children are not allowed to be kept in the Hostel.

xi.   No pet will be allowed to be kept in the Hostel.

xii.   Occupants shall maintain a strict code of conduct and shall not indulge in activities(playing musical instruments, wireless sets, etc.,loudly or creating noise or other activities as may be unlawful or prejudicial to the interest of the Institute), or which might cause harassment and inconvenience to fellow hostel Occupants as well as to other residents on campus.

xiii.   Occupants shall be expected to keep the corridors and the common areas clean and not to utilise them for sleeping, or dumping any article, or effects, or for drying clothes.   .

xvi.   Occupants are expected to empty their garbage in garbage cans provided in each wing of the Hostel.

xvii.   Cooking is restricted to the common cooking area and is not permitted in individual rooms

xviii.   Complaints and reports pertaining to electrical or civil services shall be made to the Electrical Sub-station in writing, which will initiate necessary action, as soon as possible. Complaints and reports pertaining to cosmetic, or loss or damage shall be made to the Hostel Office in writing, which will initiate necessary action.

xix.   Any Occupant who is likely to be out of station for more than 5 days, should intimate so that the Hostel Authorities and also leave a contact address. If the absence is more than 15 days and the Centre has need of the room, prior arrangements with the occupant concerned will be made so that the room is in a state in which it can be temporarily alloted.

xx.   Occupants are not allowed to make any other arrangement for the occupation of his/her room during his/her absence.

xxi.   Any allotment is liable to be cancelled if a Occupant deliberately infringes the rules or indulges in such activities which are detrimental and prejudicial to the interest of the Centre as determined by the Hostel Authorities.

xxii.   It shall be the responsibility of the occupants to take due care of the room key. Any expenditure incurred on making duplicates, changing locks, etc. will have to be borne by the occupant. Duplicate keys available with the Security will be allowed to be used very sparingly and repeated requests for using the keys available with the Security will be penalised.

7. Surrender of Rooms

i   Any occupant desiring to surrender the room in his/her charge, shall give a week's notice of his/her intention to vacate in writing to the Establishment Officer and produce a no dues certificate from the Assistant Administrative Officer in-charge of hostel (Shri Shaju Varghese). Failure to do so will result in forfeiture of the deposit of

Rs.2500/- or a deduction of similar amount from the payment of the fellowship for the last month.

ii   On vacating the accommodation, the Occupant shall ensure proper handing over of all furniture items and fixtures and keys to the Hostel Authorities and shall acknowledge any loss or damage thereto. The Occupant shall make good the losses through adequate compensation, as may be decided by the Hostel Authorities.

8. Council of Wardens for NCBS

The Council of Warden to oversee and guide matters connected with the working of NCBS hostel accommodation including accommodation for Post-Doctoral fellows.

The Council comprises of:-

Head(Academics)	:	Chairman	
Prof.Gaiti Hasan	:	Member	
Establishment Officer/			
Asst.Administrative Officer (Estt.)	:	Member	
Security Officer/Consultant	:	Member	
Two representatives from students	:	Member	a.Mr.Ajay Sriram
			b.Mr.Raghav Rajan
Asst.Administrative Officer(incharge of hostel)	:	Member Secretary	

Requests/Suggestions regarding hostel accommodation may be then put up with the Council through the standard replies.

i. Assistance provided from the Centre during the past from all sources :
    i.e. Centre's Grant   ;
    Project Grant   :
    Other sources - specify :

ii. Debit Head :

iii. Indicate allocation for the group and utilisation/commitment as on date

iv. Indicate if funds sought by faculty in-charge are available

v. Certify that the expenditure proposed is as per rules:-

[Signature of AO/AAO]

Recommendation / Approval

The Head A&F   Director

Payment Details   :

a) Advance: Rs.:   Dated:

b) Final Settlement :

Signature of sanctions (in terms of order no.)

Remarks:

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

REQUEST FOR FINANCIAL ASSISTANCE FOR ATTENDING
CONFERENCE/SYMPOSIUM/SEMINAR/WORKSHOP
WITHIN INDIA/ABROAD

1 Name and Designation/Lab :

2 Name of Faculty In-charge :

B Details of Conference etc. to be attended

1 Title :

2 Duration of the Conference :

3 Organised by :

4 Place of Conference :

5 Whether presenting paper or poster? If yes give title of the paper

6 Whether accepted by the organize | YES | NO | :
  [If yes, attach copy]

7 Total Travel support required amount Rs. :
  a. Airfare From:
            To:

  b. Living expenses (Give details)

  c. Any other   i.
                     ii.
                     Total: _____

  Less: Sources of support:-
  a. Sponsors of the Conference
  b. Other sources: i.
                      ii.
                      iii. _____
                      _____

8 Total financial assistance sought from the Centre Rs.
                     i. Registration Fee
                     ii. For travel
                     iii. Stay
                     iv. Honorarium etc.
                     v. Others (pl. Specify)

9 Reasons for attending conference/workshop

2 Recommendation of the   Signature of the
  Professor In-charge   Staff Member

3 Recommendation of the Dean/Head (Academic)

  Date:

NOTE

1 For the purpose of Travelling Allowance, employees are devided to
Five grades as indicated below

Basic Pay + NPA + Stagnation Increment

(i) Rs.16,400 and above
(ii) Rs. 8,000 - 16,399
(iii) Rs. 6,500 - 7,999
(iv) Rs.4,100 - 6,499
(v) Below Rs.4,1000 - GIO (1), SR 17

2 Basis for DA calculation
(i) Absence from HQ's for not exceeding 6 hours   NIL
(II) Absence from HQ's for not exceeding 6 hours to 12 hours   70%
(iii) Absence fromHQ's fro not exceeding 12 hours   100%

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs.16,400 and above	Executive Class	AC First Class	AC First Class
Rs.8,000 to Rs.16,399	AC Chair Car	AC 2 - tier	AC 2 - tier
Rs.6,500 to Rs.7,999	AC Chair Car	AC Chair Car *	First class/AC 3-tier/AC Chair car
Rs.4,100 to Rs.6,499	AC Chair Car	AC Chair Car *	First class/AC 3-tier/AC Chair car
Below Rs.4,100	AC Chair Car	AC Chair Car *	Sleeper Class

Entitlements for travel by road:

Basic Pay + NPA + SI	Entitlements
Rs.16,400 and above	AC Taxi/Car/any Bus including AC Bus
Rs.8,000 - Rs.16,399	Taxi/Car/any Bus including AC Bus except AC Taxi
Rs.6,500 - Rs.7,999	Taxi/Autorickshaw/Scooter/Moped/any Bus except AC Bus
Rs.4,100-Rs.6,499	Autorickshaw/Scooter/Moped/any Bus except AC Bus
Below Rs.4,100	Autorickshaw/Scooter/Moped/ordinary Bus

Entitlements for travel by Air:

Entitled Officers - Officers in receipt of pay of Rs.16,400 and above
(Basic Pay + NPA + SI) may, at their discretion, travel by air on tour/transfer.

Non-entitled Officers - Those drawing pay of Rs.12,300 and above but below
Rs.16,400 may travel by air on tour/transfer at their discretion, if the distance
involved is more than 500 km and the journey cannot by performed overnight
(ordinarily covered between 6 p.m. and 8 a.m.) by a direct train/direct slip
coach service.

3 DA/perdiem for travel abroad?

Note: For the purpose of calculatng the entitlement, the schlorship/Feilowship amount is
treated as "Basic Pay"

RATES of Daily Allowance for halt at various stations

(1)	(2)		(3)		(4)		(5)	
Pay Range	A-1 Class Cities		A-Class cities and specially expensive localities		B-1 Class cities and expensive localities		Other localities	
	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Rs.16,400 & above	260	650	210	525	170	425	135	335
Rs.8,000 to Rs.16,399	230	505	185	405	150	330	120	225
Rs.6,500 to Rs.6,499	200	380	160	305	130	250	105	200
Rs.4,100 to Rs.6,499	170	245	135	195	110	160	90	130
Below Rs.4,100	105	125	85	100	70	85	55	65

Name in full   :

Designation   :

Group   :

Present basic pay   :   Rs.

Amount of advance   :   Rs.   (Rupees
required
)

Purpose of advance   :   To meet the initial expenses in connection
                           with my deputation to
                                       on

        I agree to repay the advance to the Institute within one month of
return from the Conference/Workshop or within three months from the
date of advance drawn whichever is earlier. In case it is not paid as
mentioned above the same can be recovered from my salary with
interest.

Date :   Signature of the Applicant
                                          Id. Code No.

_____
==

        Advance of three months' pay can be paid at the discretion of the
Registrar, in accordance with Council's decision by Circular dated June
2, 1953, read with Office Order dated June 28, 1972 and July 6, 1999.

        _____ has to his/her credit a sum of
Rs. _____ as his/her own contribution to the Provident Fund as
on date. The Mathematics/Natural Science Faculty/Director has approved
the deputation/study leave of _____ as per
approval enclosed. It is recommended that the advance of
Rs. _____ (Rupees _____
only) be sanctioned and the same shall be recovered in one instalment as
mentioned above.

        Submitted for orders.

A. O. (D)

C. A. O.

                                                        Sanctioned

                                                        REGISTRAR